

DEPARTMENT OF THE NAVY (DON) INTERIM PERFORMANCE APPRAISAL FORM

PRIVACY ACT STATEMENT

AUTHORITY 5 U.S.C Chapter 43 Performance Appraisal and SORN DPR 34

PURPOSE(S) The information requested is used for performance planning and results reporting documentation requirements for the DON Interim Performance Management System for positions transitioned from NSPS to GS

ROUTINE USES The information provided in this form will only be accessed by command personnel with a defined need to know for the purpose of meeting the requirements of the DON Interim Performance Management System

DISCLOSURE Voluntary, however failure to provide the information requested may impede, delay or prevent further processing

SECTION 1 - PERFORMANCE PLAN

PART A - ADMINISTRATIVE DATA

1. APPRAISAL PERIOD:		a. START DATE: 01 Oct 2014	b. END DATE: 30 Sep 2015
2. EMPLOYEE NAME (Last, First, Middle Initial): PATTERSON ROBIN, W		3. EMPLOYEE ID: (b) (6)	
4. POSITION TITLE: SUPV MANAGEMENT ANALYST		5. GENERAL SCHEDULE (GS) GRADE AND STEP: (b) (6)	
6. ORGANIZATION: 47039 CNO OP-09B1			

PART B - PERFORMANCE PLAN DOCUMENTATION

1. POSITION DESCRIPTION CERTIFICATION <i>(to be completed by Rating Official)</i>	<input type="checkbox"/> I certify that the employee's position description (PD) is current and accurate
2. PLAN DOCUMENTATION The following signature blocks document the required steps in the appraisal process. The Performance Plan column must be filled in upon initial development of the performance plan. Should any changes to the plan be made during the appraisal period, the Adjusted Elements column(s) on Page 2 will be filled in to reflect the information at the time of the change. The Progress Review column must be filled in upon completion of the required Progress Review. The Annual Assessment column must be filled in upon completion of the required Annual Assessment at the end of the appraisal period. Should a Close-out Assessment be required, the Close-out Assessment column(s) on Page 2 will be filled in to reflect the information at the time of the Close-out Assessment.	

Once Senior Rating Official approves each part, fields in the part will be locked for further editing.

	PERFORMANCE PLAN	PROGRESS REVIEW	ANNUAL ASSESSMENT
MEANS OF DELIVERY:	Face-to-Face	Face-to-Face	Face-to-Face
RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
RATING OFFICIAL SIGNATURE:			
RATING OFFICIAL SIGNATURE DATE:			
SENIOR RATING OFFICIAL NAME, TITLE, ORGANIZATION:			
SENIOR RATING OFFICIAL SIGNATURE:			
SENIOR RATING OFFICIAL SIGNATURE DATE:			
Employee Signature Implies Acknowledgement And Does Not Constitute Agreement With Content			
EMPLOYEE SIGNATURE:			
EMPLOYEE SIGNATURE DATE:			

PART D - CRITICAL ELEMENT PERFORMANCE STANDARDS

A critical element performance standard is a general description of a level, requirement, or expectation of employee performance that must be met to be appraised at a particular level of performance. Performance standards are contained in Appendix C of the document Interim Performance Management System: Covering Positions Transitioning to the General Schedule from NSPS and are defined by career stage - entry, journey, and expert. A single career stage will be used for all critical elements. The supervisory performance standard is used only for supervisory critical elements. Select the appropriate career stage below.

☐ Entry ☐ Journey ☒ Expert

Supervisor: Yes ☒ No ☐

Career Stage: Expert

Element Level: Acceptable

- Delivered on each critical element with broad and significant impact that was in alignment with the mission and objectives of the organization as well as applicable authorities, standards, policies, procedures and guidelines anticipating and overcoming significant obstacles.
- Established priorities and coordinated work across projects, programs or people, balancing work demands and anticipating and overcoming obstacles to achieve a timely and positive outcome.
- Demonstrated high standards of professional conduct and represented the organization or work unit effectively

Career Stage: Expert

Element Level: Unacceptable

- Failed to achieve all or part of the stated critical element; or
- Failed in the accomplishment of priorities and coordination of work across projects, programs or people; consistently failed to balance work demands resulting in an untimely and unproductive product or event; or
- Demonstrated poor cooperation or inability to work with others.

Career Stage: Supervisory

Element Level: Acceptable

- Achieved expected results by effectively carrying out established supervisory responsibilities.
- Demonstrated adequate EEO and Affirmative Action awareness in areas of supervision and leadership.
- Supported use of Alternative Dispute Resolution to resolve conduct and performance concerns at the lowest level and early timeframe to ensure the workplace provided a harmonious climate.
- Instituted measures to foster productivity and safety.
- Provided timely performance feedback at a minimum of two times during the performance cycle; took appropriate corrective action to address instances of inappropriate conduct and/or unacceptable performance.

Career Stage: Supervisory

Element Level: Unacceptable

- Failed in the accomplishment of priorities and coordination across projects, programs, and people; consistently failed to balance work demands of employees resulting in untimely or unproductive products or events; or
- Failed to demonstrate adequate EEO and Affirmative Action awareness in areas of supervision and leadership; or
- Failed to support the use of Alternative Dispute Resolution to resolve conduct and performance concerns to ensure the workplace provides a harmonious climate; or
- Failed to provide timely performance feedback as required during the rating cycle or to take appropriate corrective action to address instances of inappropriate conduct and/or unacceptable performance.

PART E0 - ORIGINAL CRITICAL ELEMENTS

CRITICAL ELEMENT 1	TITLE:
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CRITICAL ELEMENT 2	TITLE:
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CRITICAL ELEMENT 3	TITLE:
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CRITICAL ELEMENT 4	TITLE:
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CRITICAL ELEMENT 5	TITLE:
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PART E2 - ADJUSTED CRITICAL ELEMENTS

CRITICAL ELEMENT 1

TITLE:

CRITICAL ELEMENT 2

TITLE:

CRITICAL ELEMENT 3

TITLE:

CRITICAL ELEMENT 4

TITLE:

CRITICAL ELEMENT 5

TITLE:

PART F - PROGRESS REVIEW

At least one progress review will be completed for each employee during the appraisal period. At this time, the employee will be informed of how they are progressing with regard to their critical elements. Progress reviews do not require the assignment of a rating of record.

CRITICAL ELEMENT 1	TITLE: MANAGE DON FOIA PROGRAM
CRITICAL ELEMENT 2	TITLE: MANAGE DON PRIVACY PROGRAM
CRITICAL ELEMENT 3	TITLE: Supervisory
CRITICAL ELEMENT 4	TITLE:
CRITICAL ELEMENT 5	TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 2 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G1 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 1 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 3 TITLE

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G2 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 5 TITLE

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 2 TITLE

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART G3 - CLOSE-OUT ASSESSMENT

CRITICAL ELEMENT 4 TITLE:

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

To receive a rating of record, an employee must have performed for a minimum period of 90 days under an approved performance plan in the same position. If necessary, an employee's rating period may be extended by the rating official with approval from the senior rating official beyond the end of the rating period to allow for the 90-day minimum to be met, as long as the extension does not interfere with the ability to manage any part of the rating and rewarding process for the employee's organization.

CRITICAL ELEMENT 1 TITLE MANAGE DON FOIA PROGRAM

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 3 TITLE Supervisory

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT

PART H - ANNUAL ASSESSMENT

CRITICAL ELEMENT 5 TITLE

EMPLOYEE SELF-ASSESSMENT

RATING OFFICIAL ASSESSMENT